

Summary Report for Individual Task
805B-79T-5107
Conduct Reception and Integration for a Newly Assigned RRNCO
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - The materials contained in this course have been reviewed by the course developers in coordination with the RRS, Fort Jackson foreign disclosure authority. This course is releasable to students from all requesting foreign countries without restrictions.

Condition: You have been assigned a new RRNCO, access to all company and battalion level elements, all applicable regulations, current State approved checklist, and command guidance. Standard MOPP 4 conditions do not exist for this task. See the MOPP 4 statement for specific conditions.

Standard: Conduct reception and integration by explaining, RRNCO responsibilities, administrative requirements, completing staff introductions, and initiate the RRNCO Apprenticeship Program.

Special Condition: None

Safety Risk: Low

MOPP 4: N/A

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Explain in counseling Soldier responsibilities regarding

Note: Expands on and further explains topics introduced at the AGR orientation briefing:

- a. Leave and Pass policies.
- b. Medical procedures (Sick Call, ER, etc...).
- c. Administrative actions:
 - (1) SGLI.
 - (2) DEERS.
 - (3) Tricare.
 - (4) ID cards.
- d. APFT/weight requirements.
- e. Pay:
 - (1) SDAP.
 - (2) Clothing allowance.
- f. Career planning (MOSQ-SQI).
- g. Mission.
- h. School programs.
- i. Prospecting.
- j. COI/VIP cultivation.
- k. Community programs.
- l. Media relations.
- m. Recruiter Work Station (RWS).
- n. Attrition management/retention activities.
- o. MEPCOM.
- p. Use of GSA vehicle and credit card.
- q. Cell phone usage.
- r. Business cards ordering.

- s. Use of Mission Zone account.
- t. Weekly/monthly reporting (as required).
- u. Physical security (assigned area and equipment).
- v. Issuance and maintenance of regulation library.
- w. Expense account.
- x. Government travel card.

2. Complete orientation documents as required by state specific SOP.

3. Introduce Soldier to all staff elements IAW state SOP and set appointments with the following:

- a. Recruiting commander.
- b. Automation NCO.
- c. GSA manager.
- d. Marketing NCO.
- e. 805B-S-4.
- f. 805B-S-1.
- g. MEPS guidance counselor.
- h. Recruiting SGM/CSM.
- i. Operations and training (805B-S-3).

4. Initiate RRNCO apprenticeship program

Note: This step is a lead in to "Employ a RRNCO Apprenticeship Program".

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score "GO" if soldier correctly performs all performance measures. Score "NO GO" if soldier incorrectly performs one or more performance measure. Provide on-the-spot correction, should the soldier experience minor difficulty. Consider directing self-study or OJT for soldiers who experience major difficulties in task performance.

Evaluation Preparation: This task may be evaluated by two methods:

- a. Self Evaluation. Perform the task on the job, using the materials listed in the Conditions statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.
- b. Supervisor's Evaluation. Ensure that the soldier(s) have the material shown in the Condition statement to accomplish the task. When you feel they are able to perform the task on the job, have them do it. Grade them, using the Performance Measures, scored IAW the Evaluation Guidance section.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Explained counseled Soldier responsibilities			
2. Completed orientation documents as required by state specific SOP			
3. Completed introductions to staff elements			
4. Initiated RRNCO apprenticeship			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	ADP 7-0	Training Units and Developing Leaders	Yes	No
	AR 690-400	TOTAL ARMY PERFORMANCE EVALUATION SYSTEM	Yes	No
	FM 6-22	SUPERSEDED BY ADRP 6-22, 1 AUGUST 2012 (ALL EXCEPT APPENDIX B) AND SUPERSEDED BY ATP 6-22.1, 1 JULY 2014 (APPENDIX B, EXCEPT PARAGRAPH B-2)	Yes	No
	FM 7-21.13	The Soldier's Guide	Yes	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
79T-ARNG Recruiting and Retention-SL5	Enlisted	MOS: 79T, Skill Level: SL5, ASI: V7, Duty Pos: REA, SQI: 4